



news and information
for employees of the
City of Saint Paul

April 19, 2002

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City Update

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Como Zoo & Conservatory's Earth Day 5K



It's not too late to join Como Zoo and Conservatory for the Fifth Annual Earth Day 5K Run/Walk this weekend - Saturday, April 20. The event starts and ends at Como, taking participants through historic Como Park. A Kid's Fun Run will kick off the event, beginning at 9 a.m. and the 5K starts at 9:30. Register the morning of the event - cost is \$10 for kids, \$15 for adults. Both include a t-shirt & snacks at the finish line. All proceeds benefit Como Zoo and Conservatory. For more information call 651-645-1014.



Meet three Mayor's staff members



Dennis Flaherty, deputy mayor and chief of staff, is in charge of the daily management of the mayor's office and staff, and is manager of city department directors. He ensures the mayor's vision for the city are being met and holds staff accountable for their role in carrying out the mayor's priorities. He attends meetings on behalf of the mayor, and assumes the duties of the mayor in his absence.

Before being appointed deputy mayor, Flaherty spent 28 years in law enforcement.

As scheduler, **Jason Reid** manages the mayor's busy daily schedule for both internal and external groups. Juggling phone calls and correspondence, he ensures that the mayor meets with department directors as well as with other key people important to achieving his goals for the city. Reid also schedules ceremonial and other events for schools or entertainment groups that request the mayor's participation.

Reid's employment includes production assistant of Titanic, The Exhibition for MediaRare and Iowa Public Radio. He is a graduate of the University of Northern Iowa.



See MAYOR'S STAFF on p. 2

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Places to go. Things to do.

ilovesaintpaul.com

MAYOR'S STAFF from p. 1

Laura Mortenson, director of communications, serves as Mayor Kelly's spokesperson with the media, and communicates the mayor's priorities and position on issues with city departments and outside groups. She coordinates with staff members of other city departments on issues that either impact the mayor's agenda or in some way affect the community and Saint Paul residents. Her duties include responding to media requests, organizing press conferences, and writing talking points, speeches and other requested material for city, media or community groups.

Mortenson had been public relations coordinator with the League of Minnesota Cities for four years before joining the Administration. She also had worked for the Minnesota Senate and was a reporter for a local newspaper. She is a graduate of University Wisconsin - Eau Claire.



Positioning yourself

If your job requires sitting for hours in front of a computer, heed this advice from ergonomic experts about the best way to position your body to avoid neck, shoulder, and back pain:

- Sit square and straight in your chair directly in front of the terminal.
 - Your feet should be flat on the floor.
 - Avoid slouching or leaning forward. Your back should touch the seat back at all times.
 - Position the keyboard so that you do not have to reach too far to type.
 - Keep your fingers and wrists level with your forearms while typing.
 - Adjust the monitor height to that the top of the screen is at, or slightly below, eye level and position it about an arm's length away.
- If you still have any discomfort after making these adjustments, give the Roger Schwagmeyer, the City's Safety/ADA Coordinator, a call. Roger can come to your work site to conduct an ergonomic evaluation for you, and make specific recommendations for your work area. Roger can be reached at 266-8892.

Biking to work improves health, saves money, reduces pollution and congestion

Now that spring is here, kill four birds with one stone when you bike to work or a Park and Ride. No other form of commuting runs such a wide range of benefits. Not only does bicycling help reduce pollution and traffic congestion, it provides exercise while saving you money.



If you are trying to lead a healthy lifestyle, but are overwhelmed by other obligations, build your exercise program into your commute. Studies show that exercise actually relieves stress, start your day off right and take 30 minutes of your morning and afternoon to wind down and release the tensions from the day.

Benefits of riding to work, or to a Park and Ride include:

- Cycling can cut your chances of heart disease in half.
- Reduces pollution and traffic congestion.
- It's easier and less expensive to park your bike.
- Cycling saves money in gas and wear and tear on your automobile.

The Twin Cities area has a wealth of bike trails and routes. These trails and many on-street designated bike routes make biking to work easier than you ever thought.

City job openings as of April 19th, 2002

Application deadline	Job title	Yearly salary rate	Exam date
Open	Parks & Recreation Assistant (seasonal/part-time)	\$5.50 per hr	See Job Ann
Open	Senior Pool Attendant (seasonal)	\$9.25 per hr	See Job Ann
Open	Swimming Pool Supervisor (seasonal)	\$10.75 per hr	See Job Ann
Open	Water Safety Instructor & Life Guard (seasonal)	\$8.25 & \$7.75 per hr	See Job Ann

Please Note: Mayor Kelly has announced a hiring freeze for the City of Saint Paul. The testing and application process will be continuing for certain positions, and hiring decisions will be made on a case by case basis. The City does anticipate that some exceptions to the freeze will be approved, particularly for certain seasonal/summer positions. You are encouraged to continue your interest in City employment by completing the job application process.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after April 2nd, please call our 24-hour job line, 651-266-6502.